



Borough of Jenkintown, Montgomery County, PA **Community Engagement Coordinator**

Paid Internship: \$20.00/hour | 32 hours/week • June 15–August 14, 2026 • On-site

Community Profile

Jenkintown Borough is a welcoming, unique, and diverse community in Montgomery County — less than half a square mile in size, but full of character. Long-established local businesses exist alongside an exciting influx of new development, making this an active moment in the Borough’s civic life. With a small, versatile staff that wears many hats and professional consultants providing additional support, interns here gain exposure to virtually every dimension of municipal government and public service.

Position Description

The Community Engagement Coordinator will lead a modernization effort for how Jenkintown Borough communicates with its residents and business community. This is a communications-forward role with real project ownership. The intern will coordinate and update the Borough’s social media presence, website content, and email notification systems — improving how the Borough reaches the public in real time. In parallel, the intern will develop a commercial vacancy inventory, a resource that will directly support the Borough’s economic development and planning efforts and ultimately live on the Borough website.

The intern will work closely with Borough staff, the webmaster, and professional consultants, and will present their work directly to Borough Council.

Primary Deliverables

1. Presentation to Borough Council documenting process improvements and public notification enhancements
2. Path-forward guidelines to sustain modernization efforts beyond the internship
3. Commercial vacancy inventory for publication on the Borough website

What You Will Experience

- Borough Council meetings and public sessions
- Community events and direct public engagement
- Internal staff meetings and collaboration with professional consultants
- Coordination with the Borough webmaster and outside stakeholders
- Presentation of work to elected officials

Preferred Academic Backgrounds

Communications, Government & Law, Public Policy, Business & Organizations, Economics, or related fields. Candidates with interest or experience in digital communications, social media, or community outreach are especially encouraged to apply.

Work Schedule and Duration

- Paid Internship: \$20.00/hour | 32 hours per week
- June 15 – August 14, 2026
- On-site at Borough Hall, 700 Summit Avenue, Jenkintown, PA 19046
- Public transit accessible: SEPTA Bus Route #55; SEPTA Jenkintown/Wyncote Station
- Supervision: Bi-weekly meetings with Borough Manager George Locke

Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> **or scan the QR code**. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at beckett@lafayette.edu.

Applications will be forwarded to the Borough of Jenkintown for review. Students are encouraged to research the municipality before applying.



Important Notices

- Equal Opportunity Employer
- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See govlaw.lafayette.edu/program/internships for details.
- Pre-Employment: Applicants must comply with the Borough of Jenkintown's pre-employment requirements, which may include a background check and/or drug screening.